



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Delivery Order

Order Date: 01-17-2024

CORRECT ORDER NUMBER MUST APPEAR
 ON ALL PACKAGES, INVOICES, AND
 SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CDO 0603 8211 ADJ2400000002 1	Procurement Folder:	1357478
Document Name:	Camp Dawson Janitorial Services RTI Center	Reason for Modification:	
Document Description:	Camp Dawson Janitorial Services CMA 0212 WVRFJAN23		
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 WVRFJAN23 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000204796			Requestor Name:	Charles A Bowman
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC PO BOX 6764				Requestor Phone:	(304) 561-6654
CHARLESTON WV 25362				Requestor Email:	charles.a.bowman26.nfg@army.mil
US				<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	304-205-7970	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO		SHIP TO	
STATE FINANCE ADJUTANT GENERALS OFFICE 1703 COONSKIN DR		FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD	
CHARLESTON	WV 25311-1085	KINGWOOD	WV 26537-1077
US		US	

Total Order Amount:	\$348,655.72
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark A Atkins 1/18/2024</i> ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION DATE: <i>1-18-24</i> ELECTRONIC SIGNATURE ON FILE

Extended Description:

Preston County Hourly Rate Per Attached

To provide janitorial services from the vendor, WVARF, via Preston Co. Sheltered Workshop, at Camp Dawson TRI Center in Kingwood, WV, per the attached agreement and required documentation.

Effective: October 1, 2023, through September 30, 2024.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1827.50000	HOUR	\$16.4600	\$30,080.65
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
OCT 2023

Extended Description:

Preston County Hourly Pricing per the attached.
October 2023

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	1718.00000	HOUR	\$16.4600	\$28,278.28
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
NOV 2023

Extended Description:

Preston County Hourly Pricing per the attached.
November 2023

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	1759.50000	HOUR	\$16.4600	\$28,961.37
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
DEC 2023

Extended Description:

Preston County Hourly Pricing per the attached.
December 2023

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	1778.50000	HOUR	\$16.4600	\$29,274.11
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
JAN 2024

Extended Description:

Preston County Hourly Pricing per the attached.
January 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	1714.00000	HOUR	\$16.4600	\$28,212.44
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
FEB 2024

Extended Description:
Preston County Hourly Pricing per the attached.
February 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	1820.00000	HOUR	\$16.4600	\$29,957.20
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
MAR 2024

Extended Description:
Preston County Hourly Pricing per the attached.
March 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	1714.00000	HOUR	\$16.4600	\$28,212.44
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
APR 2024

Extended Description:
Preston County Hourly Pricing per the attached.
April 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	1778.50000	HOUR	\$16.4600	\$29,274.11
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
MAY 2024

Extended Description:
Preston County Hourly Pricing per the attached.
May 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	1759.50000	HOUR	\$16.4600	\$28,961.37
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
JUNE 2024

Extended Description:
Preston County Hourly Pricing per the attached.
June 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	1778.50000	HOUR	\$16.4600	\$29,274.11
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
JULY 2024

Extended Description:
Preston County Hourly Pricing per the attached.
June 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	1827.50000	HOUR	\$16.4600	\$30,080.65
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
AUG 2024

Extended Description:
Preston County Hourly Pricing per the attached.
August 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	1706.50000	HOUR	\$16.4600	\$28,088.99
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
SEP 2024

Extended Description:
Preston County Hourly Pricing per the attached.
September 2024



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362 Phone: (304) 205-7970 Fax: (304) 205-7915

Service Agreement

22.CPD.001.24

Fiscal Year 2024

To give every individual with varying abilities the opportunity to have gainful employment

SERVICE AGREEMENT

Contractor: West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*: Preston County Workshop, Inc.

Work Performed: Janitorial

Site: Camp Dawson
1001 Army Road
Kingwood, WV 26533
Autumn Stake
autumn.d.stake.mil@army.mil

Billing: WVMA Division of
Engineering & Facilities
1707 Coonskin Drive
Charleston, WV 25311
nora.j.mcpherson.nfg@mail.mil

Period of Agreement: 10/1/2023 to 9/30/2024

Total Agreement Pricing:

Non P-Card Pricing:

\$348,655.72

Total Cost

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$359,073.03

Total Cost w/Pcard

If planning to pay via P-card, please initial here: _____

- Please reference the attached Pricing sheet providing a detailed, monthly, breakdown.
Please reference the attached Terms of Agreement and Workloading sheets providing a detailed breakdown of the scope of work.

*Work to be performed by the listed CRP or a comparable CRP as determined by WVARF

DocuSigned by:

Nita Hobbs

WVARF, Inc.

1/15/2024

Date

[Handwritten Signature]

Customer Signature

CHIEF PROCUREMENT OFFICER

Customer Title

CHARLES A. BELLMAN, JR

Customer Print Name

1/17/2024

Date



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

22.CPD.001.24

Fiscal Year 2024

To give every individual with varying abilities the opportunity to have gainful employment

TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
- The customer understands that the associates working in their facilities are employees of the vendor. If an issue arises, the customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.

- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WV ARF CONTACT:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

John Hyre

O: 304-864-6446

C: 304-288-3233

johnhyre@pcsworkshop.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WV ARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Supplemental Cleaning

22.CPD.001.24

Fiscal Year 2024

To give every individual with varying abilities the opportunity to have gainful employment

SUPPLEMENTAL CLEANING

- During periods of less traffic in these facilities, i.e. Christmas break, the following tasks will be completed to supplement the regular cleaning times.
 - The regular scope of work from the workloading will be completed as much as necessary.
 - Areas on the scope of work will be tended to, as needed, for cobweb and dust removal or any other deep cleaning that's needed.
 - Restrooms will receive a deep clean.
 - The regular task of restoring (buffing) the floors in the Copper, RTI, Multi Purpose, VCC, and Hotel buildings will be completed during this time.
- Other than vacuuming, there is no additional carpet cleaning in this agreement.
- Classrooms will be cleaned after every use.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362 Phone: (304) 205-7970 Fax: (304) 205-7915

PRICING
22.CPD.001.24
Fiscal Year 2024

To give every individual with varying abilities the opportunity to have gainful employment

PRICING

Total Agreement Amount:

TOTAL AGREEMENT COST	\$348,655.72
TOTAL AGREEMENT COST w/Pcard	\$359,073.03

Broken Down/Billed As Follows:

	7-DAY/WEEK AREAS		5-DAY/WEEK AREAS		WEEKLY AREAS	MONTHLY AREAS	TOTAL MONTHLY HOURS	Regular Hourly Rate	Pcard Hourly Rate
	Days	Weeks	Days	Weeks	Days	Days		\$16.46	\$16.9518
								Monthly Cost	Monthly Cost w/Pcard
Oct 2023	31	4	22	4	4	1	1827.50	\$30,080.65	\$30,979.41
Nov 2023	29	5	21	5	5	1	1718.00	\$28,278.28	\$29,123.19
Dec 2023	30	4	20	4	4	1	1759.50	\$28,961.37	\$29,826.69
Jan 2024	30	5	22	5	5	1	1778.50	\$29,274.11	\$30,148.78
Feb 2024	29	4	21	4	4	1	1714.00	\$28,212.44	\$29,055.39
Mar 2024	31	4	21	4	4	1	1820.00	\$29,957.20	\$30,852.28
Apr 2024	29	4	21	4	4	1	1714.00	\$28,212.44	\$29,055.39
May 2024	30	5	22	5	5	1	1778.50	\$29,274.11	\$30,148.78
Jun 2024	30	4	20	4	4	1	1759.50	\$28,961.37	\$29,826.69
Jul 2024	30	5	22	5	5	1	1778.50	\$29,274.11	\$30,148.78
Aug 2024	31	4	22	4	4	1	1827.50	\$30,080.65	\$30,979.41
Sep 2024	29	4	20	4	4	1	1706.50	\$28,088.99	\$28,928.25
	359	52	254	52	52	12	21182.00	\$348,655.72	\$359,073.03

WORKLOADING FOR AGREEMENT:		22.CPD.001.24		LOCATION: REGIONAL TRAINING INSTITUTE (RTI) - BUILDING A1000					
Agreement Type	Janitorial	Agreement Period	10/1/2023	9/30/2024	Days/Week	7	Agreement Days	359	
LOCATION PROFILE									
Carpet (ft ²)	14850	Restrooms (#)	6	Elevators (#)	0	Windows (#)	57		
VCT Tile (ft ²)	0	Fixtures (#)	68	Light Fixtures (ft ²)	0	Total Inside (ft ²)	48		
Ceramic (ft ²)**	8235	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	0	Trash Receptacles (#)	65	Upholstery (ft ²)	0	Int Glass Doors/Panels	22		
Vinyl/Lam (ft ²)	5458	Vents (ft ²)	0	Horizontal Surf. (ft ²)	3488	Total Int 1 Side (ft ²)	1176		
Terrazzo (ft ²)	8276	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	0		
TOTAL (ft²)	36819	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft² WO Mat	0	Entrance (ft ²)	0	Classroom Blinds (ft ²)	2736		
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	3.940	359	7b	67	Baseboards	0.000	0
1b	369	Mop	4.299	359	8a	183	Clean Fountain	0.033	359
1c	385	Spray Buff	0.003	1	10a-b	84	Exterior Glass Doors/Panels	0.000	0
1a	486	Sweep Pool Area	0.246	52	10c-d	84	Interior Glass Doors/Panels	1.400	359
1b	369	Mop Pool Area	0.268	52	10e	563	Interior Windows	0.003	12
2a	295	Spot Vacuum (35%)	1.985	307	10f	563	Exterior Windows	0.000	0
2b	295	Vacuum	0.961	52	11a	540	Wash Light Fixtures	0.000	0
2c	294	Spot Clean (35%)	0.000	0	11b	179	Police Entrance(25%)	0.000	0
2e	91	Walk Off Mats	0.000	0	11c	179	Police Parking Lot	0.000	0
3a	177	Empty Trash/Wipe Clean	1.086	359	11d	590	Remove Trash	0.614	359
3b	178-177	Reline Baskets	0.541	359	12a	588	Stairs	0.000	0
4a	69	Spot Dust (35%)	0.021	307	12b	589	Elevator	0.000	0
4b	69	Thorough Dust	0.101	52	12c	Other	Classroom Blinds	0.028	12
4d	81	Vacuum Upholst. Furniture	0.000	0			Utility Time	0.290	
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0					
6a-6i	229	Restrooms	13.600	718					
7a	67	Remove Dirt	1.085	359					
							HOURS PER DAY	30.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see Issa.com or contact WVARF.

**Includes pool area floors at 6618

WORKLOADING FOR AGREEMENT:		22.CPD.001.24		LOCATION: MULTI PURPOSE FACILITY (GYM - BUILDING 203)					
Agreement Type	Janitorial	Agreement Period	10/1/2023	9/30/2024	Days/Week	7	Agreement Days	359	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	6	Elevators (#)	1	Windows (#)	0		
VCT Tile (ft ²)	0	Fixtures (#)	60	Light Fixtures (ft ²)	0	Inside (ft ²)	0		
Wood (ft ²)	16329	Water Fountains (#)	3	Stair Flights (#)	3	Outside (ft ²)	0		
Rubber (ft ²)	2353	Trash Receptacles (#)	16	Upholstery (ft ²)	0	Int Glass Panels	1		
Ceramic (ft ²)	1432	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Total Int 1 Side (ft ²)	480		
Terrazzo (ft ²)	2551	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Int/Ext Glass Doors	4		
TOTAL (ft²)	22665	ft ² per WO Mat	0	Baseboard (linear ft)	0	Total Int/Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.022	359	7b	67	Baseboards	0.000	0
1b	369	Mop	1.115	359	8a	183	Clean Fountain	0.050	359
1c	385	Spray Buff	0.001	1	10a-b	84	Int/Ext Glass Doors	0.200	359
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Int Glass Panels	0.019	12
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.267	359	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.133	359	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.378	359
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.013	12
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.006	12
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0					
6a-6i	229	Restrooms	3.000	359					
7a	67	Remove Dirt	0.000	0					
HOURS PER DAY								6.00	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.24		LOCATION: HOTEL (BUILDING A1000)					
Agreement Type	Janitorial	Agreement Period	10/1/2023	9/30/2024	Days/Week	7	Agreement Days	359	
LOCATION PROFILE									
Carpet (ft ²)	610	Restrooms (#)	2	Elevators (#)	0	Windows (#)	68		
VCT Tile (ft ²)	0	Fixtures (#)	22	Light Fixtures (ft ²)	0	Inside (ft ²)	28		
Ceramic (ft ²)	0	Water Fountains (#)	0	Stair Flights (#)	24	Outside (ft ²)	0		
Concrete (ft ²)	3202	Trash Receptacles (#)	10	Upholstery (ft ²)	0	Int Glass Doors/Panels	8		
Vinyl/Lam (ft ²)	530	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)	21		
Terrazzo (ft ²)	3950	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext.Glass Doors/Panels	0		
TOTAL (ft²)	8292	ft ² per WO Mat	0	Baseboard (Linear ft)	0	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.972	359	7b	67	Baseboards	0.000	0
1b	369	Mop	2.151	359	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.002	1	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.400	359
2b	295	Vacuum	0.272	359	10e	563	Interior Windows	3.620	359
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.167	359	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.083	359	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.138	359
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	3.200	359
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.090	
6a-6i	229	Restrooms	4.400	718					
7a	67	Remove Dirt	0.000	0					
HOURS PER DAY								16.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT: 22.CPD.001.24 Visitor Control Center/ID ROOM									
Agreement Type		Janitorial		Agreement Period		10/1/2023		9/30/2024	
						Days/Week		5	
								Agreement Days**	
								254	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	1	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft ²)	0	Fixtures (#)	3	Light Fixtures (ft ²)	0	Inside (ft ²)	0		
Ceramic (ft ²)	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	251	Trash Receptacles (#)	0	Upholstery (ft ²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	100	Int 1 Side (ft ²)	0		
Other (ft ²)	0	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	100	Ext Glass Doors/Panels	0		
TOTAL (ft²)	251	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.064	254	7b	67	Baseboards	0.000	0
1b	369	Mop	0.070	254	8a	183	Clean Fountain	0.001	12
1c	385	Spray Buff	0.0002	2	10a-b	84	Exterior Glass Doors/Panels	0.000	12
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	12
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.000	254	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.000	254	11c	179	Police Parking Lot	0.000	254
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.004	254
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0			Utility Time	0.210	
5b	546	Wash Vents	0.000	0					
6a-6i	229	Restrooms	0.150	254					
7a	67	Remove Dirt	0.003	12					
								HOURS PER DAY	0.50

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WWARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.24		LOCATION: POST HQ - COPPER BLDG 1001A - SECURED AREA ONLY					
Agreement Type	Janitorial	Agreement Period	10/1/2023	9/30/2024	Days/Week	1	Agreement Days	52	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	6	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft ²)	0	Fixtures (#)	44	Light Fixtures (ft ²)	0	Total Inside (ft ²)	0	0	
Ceramic (ft ²)	757	Water Fountains (#)	0	Stair Flights (#)	1	Outside (ft ²)	0	0	
Concrete (ft ²)	177	Trash Receptacles (#)	0	Upholstery (ft ²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)	0	0	
Terrazzo (ft ²)	2692	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	0	0	
TOTAL (ft²)	3626	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0	0	
Outside (ft ²)	0	TOTAL ft² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.931	52	7b	67	Baseboards	0.000	0
1b	369	Mop	1.015	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.013	2	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.000	0	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Refine Baskets	0.000	0	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.060	52
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.133	52
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0			Utility Time	0.150	
5b	546	Wash Vents	0.000	0					
6a-6i	229	Restrooms	2.200	52					
7a	67	Remove Dirt	0.000	0					
HOURS PER DAY								4.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.24		LOCATION: POST HQ (COPPER BLDG 1001A)					
Agreement Type	Janitorial	Agreement Period	10/1/2023	9/30/2024	Days/Week	5	Agreement Days	254	
LOCATION PROFILE									
Carpet (ft ²)	6784	Restrooms (#)	2	Elevators (#)	0	Windows (#)	74		
VCT Tile (ft ²)	0	Fixtures (#)	22	Light Fixtures (ft ²)	0	Total Inside (ft ²)		1140	
Ceramic (ft ²)	554	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)		0	
Concrete (ft ²)	0	Trash Receptacles (#)	34	Upholstery (ft ²)	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)		21	
Terrazzo (ft ²)	4200	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	0		
TOTAL (ft²)	11538	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		0	
Outside (ft ²)	0	TOTAL ft² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.220	254	7b	67	Baseboards	0.000	0
1b	369	Mop	1.331	254	8a	183	Clean Fountain	0.017	254
1c	385	Spray Buff	0.002	1	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	1.060	254	10c-d	84	Interior Glass Doors/Panels	0.200	254
2b	295	Vacuum	0.620	52	10e	563	Interior Windows	0.102	12
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.568	254	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Refine Baskets	0.283	254	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.192	254
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.300	
6a-6i	229	Restrooms	1.100	254					
7a	67	Remove Dirt	0.000	0					
HOURS PER DAY								7.00	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see Issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.24		LOCATION: CHAPEL (BUILDING 103)					
Agreement Type	Janitorial	Agreement Period	10/1/2023	9/30/2024	Days/Week	1	Agreement Days	52	
LOCATION PROFILE									
Carpet (ft ²)	605	Restrooms (#)	1	Elevators (#)	0	Windows (#)		0	
VCT Tile (ft ²)	0	Fixtures (#)	3	Light Fixtures (ft ²)	0	Inside (ft ²)		0	
Ceramic (ft ²)	110	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)		0	
Concrete (ft ²)	0	Trash Receptacles (#)	2	Upholstery (ft ²)	0	Int Glass Doors/Panels		0	
Vinyl/Lam (ft ²)	880	Vents (ft ²)	0	Horizontal Surf. (ft ²)	564	Int 1 Side (ft ²)		0	
Other (ft ²)	0	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels		0	
TOTAL (ft²)	1595	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		0	
Outside (ft ²)	0	TOTAL ft² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.254	52	7b	67	Baseboards	0.000	0
1b	369	Mop	0.277	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.270	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.033	52	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.017	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.027	52
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.300	
6a-6i	229	Restrooms	0.150	52					
7a	67	Remove Dirt	0.175	52					
HOURS PER DAY								1.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.24		LOCATION: MAILROOM (BUILDING 209)					
Agreement Type	Janitorial	Agreement Period	10/1/2023	9/30/2024	Days/Week	1	Agreement Days	52	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	1	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft ²)	32	Fixtures (#)	3	Light Fixtures (ft ²)	0	Inside (ft ²)	0		
Ceramic (ft ²)	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	0	Trash Receptacles (#)	2	Upholstery (ft ²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)	0		
Other (ft ²)	0	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	0		
TOTAL (ft²)	32	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft² WO Mat	0		Entrance (ft ²)	0			
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.008	52	7b	67	Baseboards	0.000	0
1b	369	Mop	0.009	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.0001	1	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.033	52	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.017	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.001	52
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.280	
6a-6i	229	Restrooms	0.150	52					
7a	67	Remove Dirt	0.000	0					
HOURS PER DAY								0.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.24		LOCATION: BUILDING 215 (HALLWAYS, FOYERS, RESTROOMS)					
Agreement Type	Janitorial	Agreement Period	10/1/2023	9/30/2024	Days/Week	1	Agreement Days	52	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	2	Elevators (#)	0	Windows (#)		0	
VCT Tile (ft ²)	1100	Fixtures (#)	22	Light Fixtures (ft ²)	0	Inside (ft ²)		0	
Ceramic (ft ²)	341	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft ²)		0	
Concrete (ft ²)	0	Trash Receptacles (#)	2	Upholstery (ft ²)	0	Int Glass Doors/Panels		1	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)		84	
Other (ft ²)	0	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels		0	
TOTAL (ft²)	1441	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		0	
Outside (ft ²)	0	TOTAL ft² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.370	52	7b	67	Baseboards	0.000	0
1b	369	Mop	0.404	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.003	1	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.100	52
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.033	52	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.017	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.024	52
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0					
6a-6i	229	Restrooms	1.100	52					
7a	67	Remove Dirt	0.000	52					
HOURS PER DAY								2.00	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see Issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.24		Airfield 401 & 406					
Agreement Type	Janitorial	Agreement Period	10/1/2023	9/30/2024	Days/Week	Monthly	Agreement Days**	12	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	5	Elevators (#)	0	Windows (#)	10		
VCT Tile (ft ²)	1265	Fixtures (#)	17	Light Fixtures (ft ²)	0	Inside (ft ²)	177		
Ceramic (ft ²)	108	Water Fountains (#)	8	Stair Flights (#)	0	Outside (ft ²)	177		
Concrete (ft ²)	1326	Trash Receptacles (#)	6	Upholstery (ft ²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	700	Int 1 Side (ft ²)	0		
Other (ft ²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft ²)	700	Ext Glass Doors/Panels	5		
TOTAL (ft²)	2699	ft ² per WO Mat	0	Baseboard (Linear ft)	0	Ext 1 Side (ft ²)	12		
Outside (ft ²)	0	TOTAL ft² WO Mat	75	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.693	12	7b	67	Baseboards	0.000	12
1b	369	Mop	0.756	12	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.026	1	10a-b	84	Exterior Glass Doors/Panels	0.143	12
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	12
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.337	12
2e	91	Walk Off Mats	0.038	12	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.000	0	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.000	0	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.010	12	11d	590	Remove Trash	0.000	0
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.210	
6a-6i	229	Restrooms	0.850	12					
7a	67	Remove Dirt	0.435	12					
HOURS PER DAY								3.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

**JANITORIAL TASK LIST
RTI BUILDING A1000
7 DAYS/WEEK**

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Empty Trash/Wipe Clean
- Reline Baskets
- Spot Dust (35%)
- Remove Dirt
- Interior Glass Doors/Panels
- Remove Trash

TWICE A DAY

- Restrooms

WEEKLY

- Vacuum
- Thorough Dust

MONTHLY

- Interior Windows

YEARLY

- Spray Buff

**JANITORIAL TASK LIST
MULTIPURPOSE BUILDING 203
7 DAYS/WEEK**

DAILY

- Sweep
- Mop
- Empty Trash/Wipe Clean
- Reline Baskets
- Restrooms
- Clean Fountain
- Interior/Exterior Glass Doors
- Remove Trash

MONTHLY

- Interior Glass Panels
- Stairs
- Elevator

**JANITORIAL TASK LIST
HOTEL BUILDING A1000
7 DAYS/WEEK**

DAILY

- Sweep
- Mop
- Vacuum
- Empty Trash/Wipe Clean
- Reline Baskets
- Interior Glass Doors/Panels
- Interior Windows
- Remove Trash
- Stairs

TWICE A DAY

- Restrooms

YEARLY

- Spray Buff

**JANITORIAL TASK LIST
VISITOR CONTROL CENTER/ID
5 DAYS/WEEK**

DAILY

- Sweep
- Mop
- Empty Trash/Wipe Clean
- Reline Baskets
- Restrooms
- Police Parking Lot
- Remove Trash

MONTHLY

- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels

TWICE A YEAR

- Spray Buff

**JANITORIAL TASK LIST
COPPER BUILDING 1001A
5 DAYS/WEEK**

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Empty Trash/Wipe Clean
- Reline Baskets
- Restrooms
- Clean Fountain
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum

MONTHLY

- Interior Windows

YEARLY

- Spray Buff

**JANITORIAL TASK LIST
CHAPEL BUILDING 103
1 DAY/WEEK**

EVERY DAY WORKED

- Sweep
- Mop
- Vacuum
- Empty Trash/Wipe Clean
- Reline Baskets
- Restrooms
- Remove Dirt
- Remove Trash

**JANITORIAL TASK LIST
MAILROOM BUILDING 209
1 DAY/WEEK**

EVERY DAY WORKED

- Sweep
- Mop
- Empty Trash/Wipe Clean
- Reline Baskets
- Restrooms
- Remove Trash

YEARLY

- Spray Buff

JANITORIAL TASK LIST
BUILDING 215
1 DAY/WEEK

DAILY

- o Sweep
- o Mop
- o Empty Trash/Wipe Clean
- o Reline Baskets
- o Restrooms
- o Remove Dirt
- o Interior Glass Doors/Panels
- o Remove Trash

**JANITORIAL TASK LIST
AIRFIELD 401 & 406
MONTHLY**

MONTHLY

- Sweep
- Mop
- Walk Off Mats
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Exterior Glass Doors/Panels
- Interior Windows
- Exterior Windows



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

*OK Mark Atkins
1/18/2024*

NGWW-FMO

DATE: January 10, 2024

TO: Mr. Mark Atkins, Buyer Supervisor
West Virginia Division of Purchasing

FROM: Mr. Chuck Bowman, Chief Procurement Officer
West Virginia Office of the Adjutant General

RE: Backdate Justification Central Delivery Order
CDO 0603 8211 ADJ24*02 Janitorial Services Camp Dawson
CMA 0212 WVRFJAN23

The above referenced Central Delivery Order requires a backdate justification for the start date of October 1, 2023. The initial Service Agreement from WVARF was received after the last contract had expired. WVARF reconfigured their agreement from previous years to include additional cleaning areas that required expenditure approval from leadership. The federal government's continuing resolution in lieu of a passed budget also hampered the timely approval to process the contract. Holiday schedules and annual leave within the procurement section and our agency added to the delay as well.

Please accept this justification and the request for backdate approval. I respectfully request this CDO be approved and encumbered so we may pay our invoices from October 2023 forward.

The point of contact for this correspondence is the undersigned.

Sincerely,

Chuck Bowman
Chief Procurement Officer
304.561.6654
Charles.A.Bowman26.nfg@army.mil



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THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/8/1973		5/8/1973	Domestic	Non-Profit			

Organization Information			
Business Purpose	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)		Capital Stock 0.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311
Mailing Address	PO BOX 6764 CHARLESTON, WV, 25362 USA
Notice of Process Address	NITA HOBBS 400 PATTERSON LANE CHARLESTON, WV, 25311
Principal Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311 USA
Type	Address

Officers	
Type	Name/Address
Director	NITA HOBBS 563 BURROUGHS STREET MORGANTOWN, WV, 26505
Incorporator	GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA
Incorporator	TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA
President	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	8/28/1995	
WVARF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/21/2014	AMENDMENT FILED: SEE IMAGE
6/4/2010	FILED AMENDING BY-LAWS

5/26/2009	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
11/18/1985	AMEND; BY LAWS
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
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Date filed	

For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, January 18, 2024 — 2:52 PM

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